



Certifying Statement of Results Application Form for General Qualifications

Important: Please read the information below before completing this form

- OCR can only provide confirmation of results taken with our board or one of our predecessor boards. If you are unsure which examination board your exams were taken through, contact all possible examining boards as well to ensure you find all the results you require.
- Please allow 28 days for your application to be processed. We are unable to prioritise any application.
- Certifying statements of results are issued in the legal name of the candidate at the time the award was made. Replacements will not be provided to accommodate a subsequent change of name (including a change by Deed Poll).
- Please note that we cannot fax or email certifying statements.
- The application form must be completed and signed by the candidate.

Further information can be found in our [FAQs](#) document:

We cannot reproduce an original certificate; however, a certifying statement of results is an official copy of the final examination results held by OCR.

You may use this form to obtain certifying statements of results for OCR general qualifications, including GCE A Level, GCSE, CSE, O Level and Asset Languages.

If you are looking for confirmation of results for OCR vocational qualifications (including GNVQ completed prior to June 2001 and former RSA examinations), please use the application form found [here](#).

OCR (Cambridge Office) will issue certifying statements of results to candidates of OCR examinations and our predecessor examination boards listed below:

EMREB	East Midland Regional Examinations Board
MEG	Midland Examining Group
OCEAC	Oxford & Cambridge Examinations & Assessment Council
OCSEB	Oxford & Cambridge Schools Examination Board
SREB	Southern Regional Examinations Board
SUJB	Southern Universities' Joint Board for Schools Examinations
TWMEB	The West Midlands Examinations Board
UCLES	University of Cambridge Local Examinations Syndicate
UODLE	University of Oxford Delegacy of Local Examinations

Please return the completed form to: Data Capture (Historical Records),
OCR, 1 Hills Road, Cambridge, CB1 2EU, Fax: 01223 552661, Tel: 0300 456 2486,
Email: HistoricalRecords@ocr.org.uk

We may need to contact you during office hours.

Please ensure this is written clearly.

Please give a postcode if possible.

A: Contact details

Title (Mr, Mrs, Miss, Ms, etc.)	Mrs
Full name	Andrea Jane Specimen
Date of birth (DD/MM/YYYY)	31 12 1990
Address 1	8 Progress House
Address 2	Lower Gresham
Town/City	Anytown
County	Townshire
Postcode	XB4 9XJ
Tel	01234 567890
Email	a.specimen@hotmail.com

We may need to contact you during office hours. If you require your certifying statement to be sent to more than one address or an alternative address, please provide full details below. If you would like your results to be sent via courier, you *must* provide a telephone number for the destination address.

B: Delivery details (if different from above)

Delivery address 1 (please include name of addressee)	Andrea Jane Specimen 8 Progress House, Lower Gresham, Anytown, Townshire
Postcode	XB4 9XJ
Tel (if different)	-
Delivery address 2 (please include name of addressee)	John Andrew Specimen Unit 1 Sample Industrial Estate, Great Gresham, Townshire
Postcode	XB1 3FJ
Tel (if different)	01234 098765
Delivery address 3 (please include name of addressee)	
Postcode	
Tel (if different)	

Your current name goes here.

You can choose to have your statement sent directly to a different address.

Use this information to help you calculate the correct fee.

C: Examination details

Your name at the time of the exam
 Exam series* (e.g. Summer/Winter 2010)
 Name and address of school/college
 Exam board (if known)
 Centre/candidate no (if known)
 Qualification type (e.g. GCSE, A Level)
 Subjects taken (please note that you may have to contact more than one awarding body in order to obtain all your results)
 * Total no of copies required

First Series* (£36.00)	Second Series* (£15.00)
Andrea Person	Andrea Person
June 2007	June 2009
Anytown School, Coldharbour Lane, Anytown, XV4 9VX	Anytown Sixth Form College Duck Lane, Anytown, XC4 9CX
-	OCR
12345/9874	44445/1212
GCSE	GCE A Level
English Maths	All
1	1

Your name at the time of the exam
 Exam series* (e.g. Summer/Winter 2010)
 Name and address of school/college
 Exam board (if known)
 Centre/candidate no (if known)
 Qualification type (e.g. GCSE, A Level)
 Subjects taken (please note that you may have to contact more than one awarding body in order to obtain all your results)
 Total no of copies required

Third Series* (£15.00)	Fourth Series* (£15.00)

*An examination series comprises one or more subjects taken at one or more levels during a given period in a given year. For example, January 2010 is one series and June 2010 is another series.

A separate certifying statement will be produced for each qualification type within a given examination series. We will issue all the results we have for you in a requested series – it is not possible to omit any subjects from the statement.

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Month and year of exams. If you do not know the month, please specify summer or winter.

Centre number is available from your school.

If you write 'All' or leave this box blank, we will send all the subjects we hold for you.

D: Fees

Certifying statements will be sent by First Class mail to UK addresses; and by Airmail to overseas addresses, unless courier delivery is requested.

Where results cannot be located, OCR will return 50% of the fee.

Certifying statement of results for the first examination series	1	X	£36.00	=	£36.00
Certifying statement of results for subsequent examination series	1	X	£15.00 each	=	£ 15.00
Extra copies for any examination series		X	£12.00 each	=	£ 0.00
Despatch overseas by courier to each address		X	£24.00 each	=	£ 0.00
Total fee =					£ 51.00

E: Payment

We accept payment by credit/debit card, cheque or Postal Order (made payable to OCR). Please do not send cash, as we are unable to process payment by this method.

Please indicate (✓) your method of payment. Payment is only accepted in £ Pounds Sterling (we are unable to accept American Express).

MasterCard Maestro Visa Visa Electron Cheque/Postal Order

If paying by card, please complete the following:

Name of card holder (as shown on card)

Card number

Expiry date (MM/YY)

Issue number (if shown)

Security number (last 3 digits on reverse of your card)

Card holder's signature

A650/1009

Please write details clearly in the boxes provided.

Specify if you are interested in particular subjects (Please note that any additional subjects we find will also be included.)

F: Proof of identity

You must include a photocopy of relevant ID. If your name has changed since you sat your exams, you must include with your application photocopies of documents that show **both** your current name and your name at time of examination. Acceptable forms of ID are:

Birth certificate	<input type="checkbox"/>	Marriage certificate	<input checked="" type="checkbox"/>
Driving licence	<input type="checkbox"/>	Decree absolute	<input type="checkbox"/>
Passport	<input checked="" type="checkbox"/>	Deed Poll	<input type="checkbox"/>

Please do not send original documents as OCR cannot be held responsible for any loss or damage.

To see how OCR complies with the Data Protection Act 1998, please see our Privacy Statement at www.ocr.org.uk/help/privacy/.

G: Additional information

Please provide below any further information that may assist us in locating your results.

My school changed its name to Anytown Technology School

H: Declaration

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge.

Signature of applicant Date

Please note:

- We require the applicant's signature to comply with the Data Protection Act 1998.
- We cannot accept the signature of a parent, guardian, or third party.

I: Checklist

Applications will not be processed until we have received all the relevant information.

Please ensure that you have:

Completed all relevant sections of this form	<input checked="" type="checkbox"/>
Included the correct payment details	<input checked="" type="checkbox"/>
Enclosed a photocopy of the relevant ID	<input checked="" type="checkbox"/>
Signed the form	<input checked="" type="checkbox"/>

PLEASE ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION

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If you know your exam board, please write it here and add any additional information which may help us find your results.

The form needs to be signed by the person who sat the exams.